

**CONFIDENTIAL**

DDS&amp;T-4124-82

17 DEC 1982

MEMORANDUM FOR: Director of Development and Engineering  
Director, National Foreign Broadcast  
Information Service  
Director, National Photographic Inter-  
pretation Center  
Director of Research and Development  
Director of SIGINT Operations  
Director of Technical Service

FROM: R.E. Hineman  
Deputy Director for Science and Technology

SUBJECT: Engineering Seminar on Program Management,  
9-11 February 1983

1. The thirteenth running of the Engineering Seminar on Program Management will be held from 9-11 February 1983 at [ ] This three-day course will consist of approximately 15 one-hour sessions, ten of which will be lectures keyed to the provided syllabus and the balance for case studies, panel presentations, and discussions. Each of the lecture sessions will have a specific topic with key guidelines provided; these guidelines will be the basis for a final test to determine accountability. Discussions will be centered around case studies of both on-going projects and completed contracts in which the positions of both government and industry will be presented. Attendees are required to complete a course critique. An agenda is attached for your information. [ ]

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2. We are also providing, for your information, an attachment listing those personnel throughout the directorate who have attended past runnings of the course. This data may be helpful to you in the selection process of the candidates requested herein. [ ]

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3. Please provide, by COB 3 January 1983, not less than six (6) candidates for the February running of the subject seminar. I will advise you of those selected and have provided the appropriate course documentation concurrent with such notification. [ ]

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[ ]  
R.E. Hineman

Attachments

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Distribution:

- 1 - D/OD&E
- 1 - D/FBIS
- 1 - D/NPIC
- 1 - D/ORD
- 1 - D/OSO
- 1 - D/OTS
- 1 - TO/OD&E
- 1 - TO/FBIS
- 1 - TO/NPIC
- 1 - TO/ORD
- 1 - TO/OSO
- 1 - CMO/OTS
- 2 - PMS/DDS&T
- 1 - DDS&T Registry (w/o atts)

DDS&T/PMS  p:js (15 December 1982)

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ENGINEERING SEMINAR ON PROGRAM MANAGEMENT

AGENDA

Wednesday, 9 February 1983

0915 - 0930	Arrival and Check-in	
0930 - 0945	Registration and Receive Course Material	
1000 - 1015	Welcome by Site Director	
1015 - 1030	Break	
1030 - 1130	Background	
1130 - 1230	The COTR - His Role and His Attributes	COTR <span style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle; text-align: right;">Internal</div> <div style="display: inline-block; vertical-align: middle; text-align: left;">Responsibilities</div> </span>
1230 - 1330	Lunch	
1330 - 1430	The COTR in Action	
1430 - 1445	Break	
1445 - 1545	The "Should Cost" Problem	
1545 - 1700	Lecture - Respective Roles of the Contracting Officer vs. Contracting Officer's Technical Representative	
1700 - 1800	Social Hour	
1800 - 1900	Dinner	
1900 - End	Case Study/Guest Lecturer	

Thursday, 10 February 1983

0845 - 0945	Software and Hardware	<div style="display: inline-block; vertical-align: middle; text-align: right;">                     Industry Motivation and the COTR Interface                 </div>
0945 - 1000	Break	
1000 - 1100	Industrial Resource - Organization	
1100 - 1115	Break	
1115 - 1230	Learning Exercise	
1230 - 1330	Lunch	
1330 - 1430	The Marketing Function and Industry's Bidding Resource	
1430 - 1445	Break	
1445 - 1600	The Acquisition and The Small COTRs	
1600 - 1645	Summary Presentation by C/PMS/DDS&T	
1645 - 1745	Social Hour	
1745 - 1900	Dinner	
1900 - End	Guest Lecturer	

ENGINEERING SEMINAR ON PROGRAM MANAGEMENT

AGENDA (Cont'd)

Friday, 11 February 1983

0845 - 1000	Panel or Individual Presentation of Student Cases
1000 - 1015	Break
1015 - 1130	Panel or Individual Presentation of Student Cases
1130 - 1300	Pack Out and Lunch
1300 - 1400	Summary, Test and Critique

**Page Denied**

Next 2 Page(s) In Document Denied